

LOCAL ENFORCEMENT AGENCY GRANT PROGRAM

HELPFUL HINTS AND THINGS TO REMEMBER

Current Grant is EA16 – Term of Grant Agreement July 1, 2005 to June 30, 2006

October 30, 2006 - Final Accounting due for EA16 Grant

1. **LEA Grant Number:** Once the LEA Grant number has been assigned, this number should be placed on all correspondence.
2. **Resolution:**
 - *All references to the Solid Waste Disposal Site Cleanup and Maintenance Account should be deleted.* Per PRC 43101 (c) (9), this account has been abolished. As stated in PRC 43230, the board shall expend funds from the Integrated Waste Management Account for the making of grants to local enforcement agencies to carry out the solid waste facilities permit and inspection program.
 - The person or position authorized in the jurisdiction's board resolution must sign the LEA Grant- related documents, i.e., Grant Application, Grant Agreement, and Grant Payment Request. If a designee has been given permission to sign for the authorized person, a statement giving the designee's name and position must accompany the application.
 - If a new resolution is not prepared for each LEA Grant, a copy of the approved applicable resolution must accompany each application. A multi-year resolution is satisfactory for up to five years. A copy of the original resolution should accompany future applications.
 - On occasion, the jurisdiction's Board of Supervisors may be unable to meet prior to the application deadline. In this case, the Grantee should submit the Grant Application and statement identifying the intended use of funds before the deadline. An explanation for the delay of the resolution and the expected board meeting date should accompany the application.
 - A jurisdiction that designates a Regional LEA to carry out the solid waste permit and inspection program must submit a letter of authorization annually to the Grant Manager.
3. **Grant Spending Projections and Use of LEA Grant Funds:**
 - LEA Grant funds shall be used exclusively for carrying out the solid waste facilities permit and inspection programs. Any unauthorized use of LEA grant funds may result in the termination of the grant agreement, repayment of funds and return of all unused portions of the grant to the Board.

- The funds may not be used for cleanup of illegal dumping, landfill operations, or for overhead expenses. The Grantee must be able to certify that only direct charges for employee salaries and benefits are claimed.
- Changes to Proposed Budget. The Grantee is not required to receive pre-approval for changes to the approved budget unless and until the total amount of all changes equals \$5000 or 10% of the grant amount, whichever is less. The Grantee must notify the Grant Manager within thirty days after any such changes in expenditure occur.

4. **LEA Grant Term:**

- The LEA Grant term is from July 1 to June 30. All LEA Grant funds shall be spent within this time period. Any unspent funds shall be returned to CIWMB. Exceptions to this condition may be considered, on a case-by-case basis, if the Grantee has ordered goods or services by the end of the third quarter of the grant period. Prior to June 30, the Grantee must submit a request, in writing, to extend the term of the LEA Grant. The LEA Grant Manager will review and, if acceptable, approve the request in writing.

5. **Final Accounting:**

- The final accounting describes how the LEA Grant funds were used to improve the Grantee's solid waste facilities permit and inspection program. The final accounting should include a completed Budget Report Form indicating interest earned and how it was spent.
- The Grantee is required to deposit all grant funds into an interest-bearing account. **This interest must be reported and accounted for in the final accounting.** Interest earned may not be spent until the *full grant award* has been spent. If no interest was accrued, a written explanation must be submitted with the final accounting.
- **The EA16 LEA Grant final accounting is due on or before 120 days following the completion of the grant cycle or October 30, 2006.** The signed final Grant Payment Request form may be submitted with the final accounting. Once the final accounting is approved, the final grant payment will be processed.

6. **Recycled-Content Certification**

- The Grantee is required to report recycled content for products purchased with LEA Grant funds. The certification shall be provided on the Recycled-Content Certification form (CIWMB form 74G) available at www.ciwmb.ca.gov/LEACentral/GrantsLoans/LEA/ and submitted with the final accounting. Contact: Kimya Lambert (916) 341-6483 with any questions.